

SAAR Application Instructions (Authority Role)

<https://dfas-in.csd.disa.mil/saar-web/user/home.action>

When you log into Systems Authorization Access Request (SAAR), this is what you will see:

The screenshot shows the SAAR application home page in a Windows Internet Explorer browser. The address bar displays the URL <https://dfas-in.csd.disa.mil/saar-web/user/home.action>. The page title is "SAAR - Home - Windows Internet Explorer provided by DFAS". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows icons for back, forward, home, stop, and search, along with a "Live Search" input field. The page content area has a header with "User" and "Welcome: DAKE.SHIRLEY.J.1141788660". Below this is a navigation bar with links: User, Password Reset, History, Contact Info, User Profile, and Help. The main content area is titled "System Authorization Access Request (SAAR)" and "Home". It features a box for "SHIRLEY J DAKE at DFAS". Below this are two main sections: "User Request" and "Authority Request". The "User Request" section contains a form with "Application*" set to "ASK-FM" and "Type of request:" set to "INITIAL", with a "Create Request" button. The "Authority Request" section contains a red warning message: "Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below." and a "Create SAAR Authority Request" button. A "Help" button is located at the bottom left of the main content area. At the bottom of the page, there is a disclaimer: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:" followed by a list of conditions. The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, JD Resume, Inbox - Microsoft, SWIFT, PAUL, Microsoft PowerPoint), and the system clock showing 9:14 AM on 9/14/01.

SAAR - Home - Windows Internet Explorer provided by DFAS

<https://dfas-in.csd.disa.mil/saar-web/user/home.action>

File Edit View Favorites Tools Help

New Page SAAR - Home x

User Welcome: DAKE.SHIRLEY.J.1141788660

User Password Reset History Contact Info User Profile Help

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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Start 2 Internet Ex... JD Resume 20... Inbox - Micros... SWIFT, PAUL... Microsoft Pow... 9:14 AM

Make sure the application selected is ASK-FM and request is INITIAL, unless you currently have access to another system through SAAR, in which case you select MODIFY. Select **Create SAAR Authority Request**.

SAAR - Home - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/home.action

File Edit View Favorites Tools Help

New Page SAAR - Home

User Welcome: DAKE.SHIRLEY.J.1141788660

User Password Reset History Contact Info User Profile Help

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

Font size: A A A

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Start 2 Internet Ex... JD Resume 20... Inbox - Micros... SWIFT, PAUL... Microsoft Pow... 9:14 AM

The next screen shows your personal information. Make sure it is correct and the Information Awareness Training Date (**IAT Date**) is within the last year. Select “Next/Save” at the bottom of the screen to continue.

SAAR - PART I - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/stepOneInput.action

Welcome: DAKE,SHIRLEY,J.1141788660

User | Password Reset | History | Contact Info | User Profile | Help

System Authorization Access Request (SAAR) PART I

PRIVACY ACT STATEMENT

Authority: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act

Principal Purpose: To record names, signatures, Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.
Note: Records may be maintained in both electronic and/or paper form.

Routine Uses: None.

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

Request Id: REQUEST.ASK-FM.20120423

Type of request: INITIAL Date: 4/23/12

System/Application: ASK-FM Location*: DECC - OGDEN

NAME(Last): DAKE (First): SHIRLEY

(Middlename): J Organization: DFAS

Office Symbol/Dept: HTSCBC Phone(DSN or Commercial): 3175104979

Office E-mail Address: shirley.dake@dfas.mil Job Title and Grade/Rank: Financial Analyst GS-11

Official Mailing Address: 8899 E. 56th Street
Indianapolis, IN 46249

Citizenship: US Designation: CIVILIAN

IAT Completed: ☒

IAT Date*: 10/9/09

Start | 2 Internet Ex... | JD Resume 20... | Inbox - Micros... | SWIFT, PAUL... | Microsoft Pow... | 9:19 AM

Fill in the Justification for Access: “**Approve individual requests within my organization**”

SAAR - User Justification & Optional Information - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/stepOneSave.action

File Edit View Favorites Tools Help

New Page SAAR - User Justific... x

User Information Owner TASO Reports Contact Us

User Password Reset History Contact Info User Profile Help

Welcome: DAKE.SHIRLEY.J.1141788660

System Authorization Access Request (SAAR) User Justification & Optional Information

SHIRLEY J DAKE at DFAS

Justification for Access*: dgbbhhhh

Optional Information for access:

Next (Save) Cancel

Help

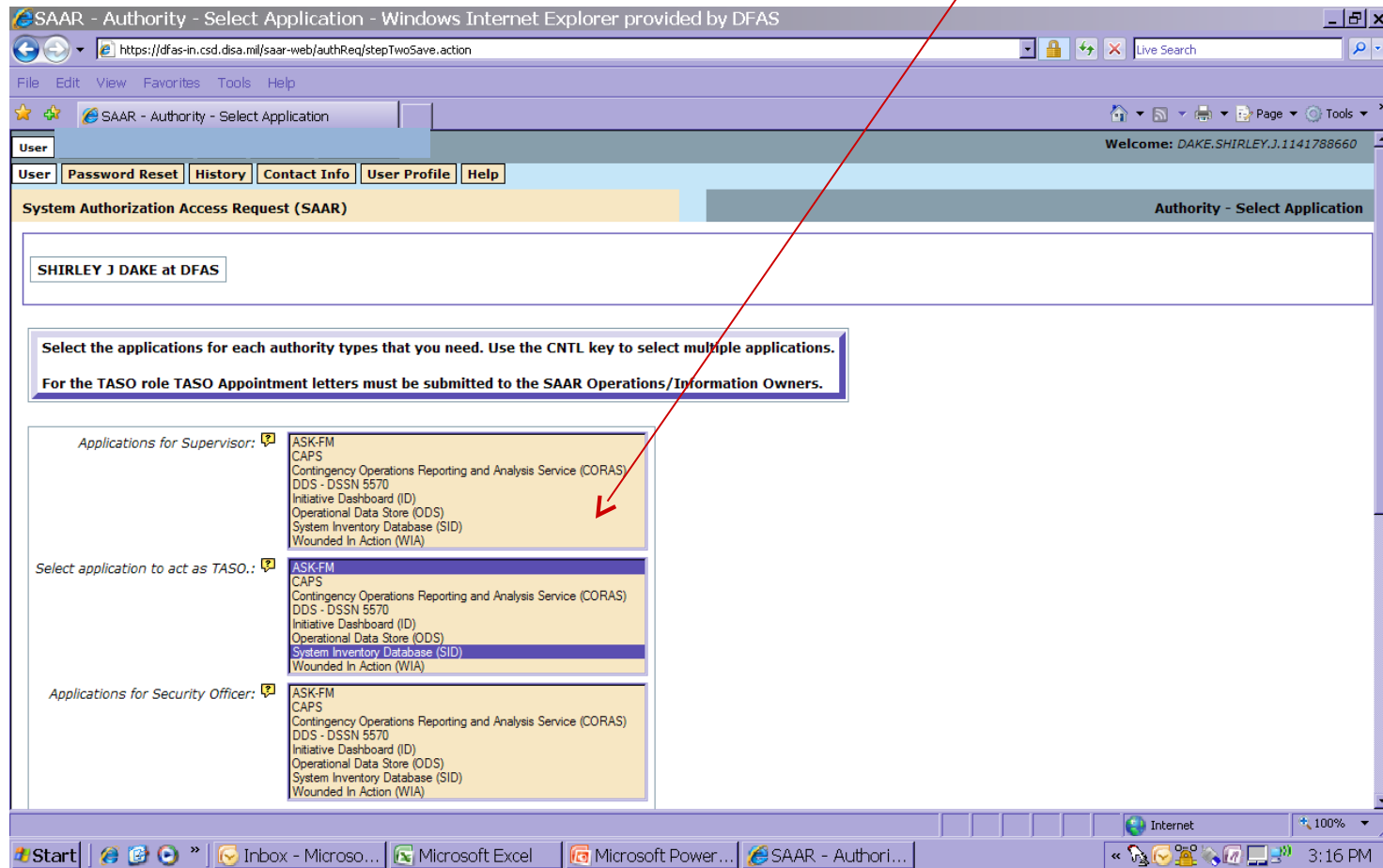
Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

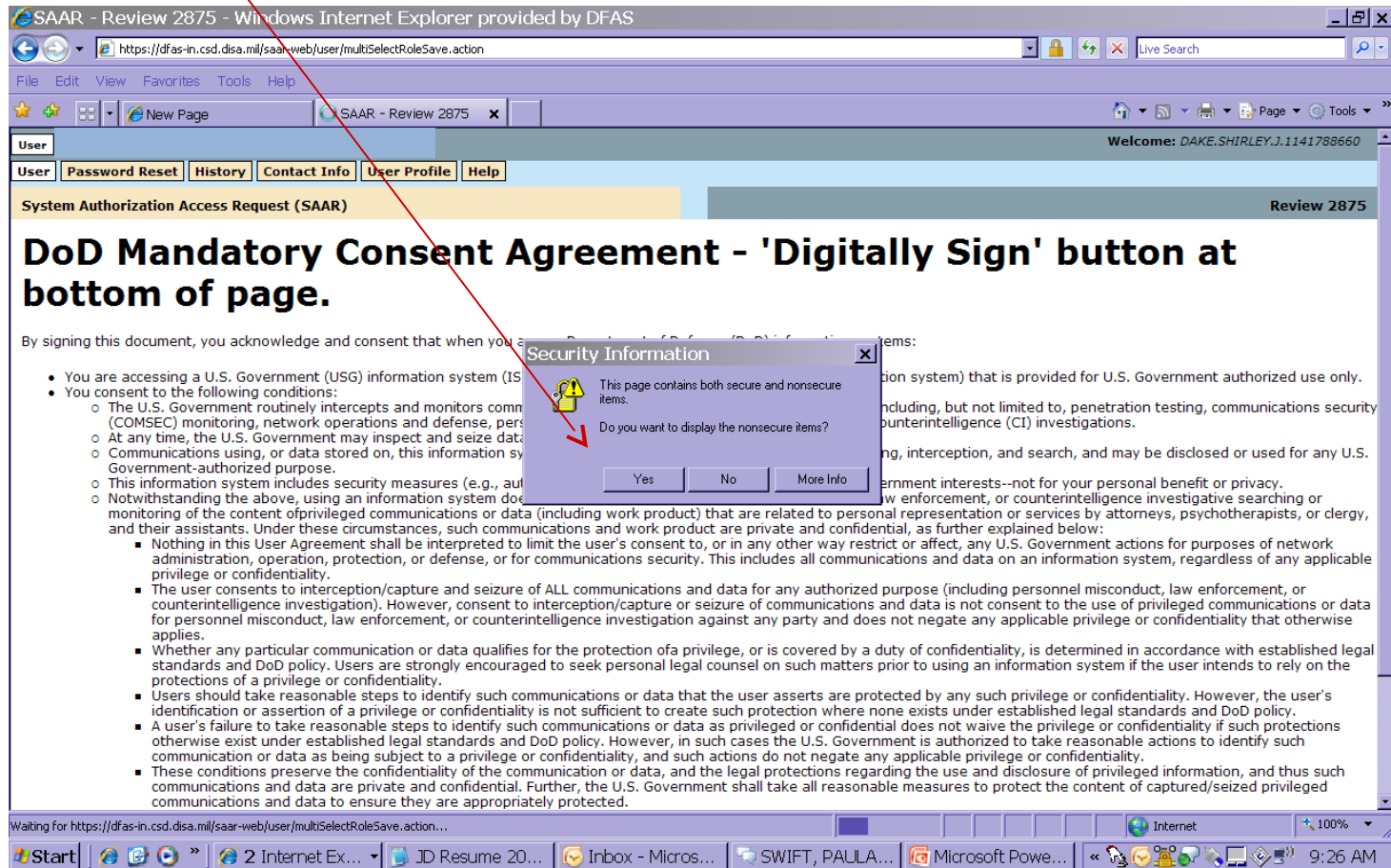
Start 2 Internet Ex... JD Resume 20... Inbox - Micros... SWIFT, PAUL... Microsoft Pow... 9:20 AM

Click on “Next/Save” to continue.

Click on the drop down and select “ASK-FM” for the authority role you are requesting.
Select “Next/Save”.



This screen will ask if you want to display nonsecure items.
Select “Yes”.



Select “Digitally Sign” to complete your request.

SAAR - Review 2875 - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/multiSelectRoleSave.action

File Edit View Favorites Tools Help

New Page SAAR - Review 2875 x

You consent to the following conditions:

- The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the U.S. Government may inspect and seize data stored on this information system.
- Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
- Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:
 - Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
 - The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.
 - Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.
 - Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
 - A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
 - These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.
- In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.
- All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

Request Id: REQUEST-ASK-FM.20120423

Digitally Sign

Cancel

Done

Start SAAR - Rev... USAJOBS - ... JD Resume... Inbox - Mic... SWIFT, PA... Microsoft P... 9:27 AM

When you get this screen, you know your request was submitted. After approval from SAAR Operations, you will receive an email that your request has been approved.



Once you have access and log into SAAR, you will have your roles listed here. Select the approval role you want to use (i.e. Supervisor, TASO, etc.)

SAAR - Home - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/home.action

File Edit View Favorites Tools Help

InfoView SAAR - Home

User Information Owner **TASO** Reports Contact Us

User Password Reset History Contact Info User Profile Help

Welcome: DAKE.SHIRLEY.J.1141788660

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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Start | Internet 100%

Inbox - Micro... Microsoft Excel Microsoft Power... SAAR - Home - ... 9:28 AM

Once you select your role, you will see the following screen. You can either fill in the surname of the individual you want to approve or select “**See all Users**”. Now select “**Filter**”.

SAAR - Information Owner Review - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/loList.action

File Edit View Favorites Tools Help

InfoView SAAR - Information ... x

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

Information Owner Waiting User List SAAR Authorities List

System Authorization Access Request (SAAR) Information Owner Review

Select the items to create a filter

Application: ☐ ASK-FM Surname:

See all Users: ☒ Rows: ☐ 10

Filter Reset

A=Approval, D=Deny, R=Return, E=Edit Groups/Roles, V=View

No items found.

A	D	R	E	V	Last Name	First Name	MI	Type of Request	Create Date	Telephone	Supervisor
Nothing found to display.											

Help

Font size:

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged

Internet 100%

Start | Inbox - Microso... | Microsoft Excel | Microsoft Power... | SAAR - Inform... | 9:29 AM

This screen shows all individuals available for approval. You can now (V)iew the 2875, (R)eturn the request, (D)eny the request or (A)pprove request.

SAAR - TASO Search - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.dfas.mil/saar-web/taso/tasolist.action

File Edit View Favorites Tools Help

InfoView SAAR - TASO Search x

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

TASO

System Authorization Access Request (SAAR) TASO Search

Application: ASK-FM Surname: Rows: 10 See all Users: ☒

Filter Reset

A=Approval, D=Denial, R=Return, =View

2 items found, displaying all items.

A	D	R	V	Last Name	First Name	MI	Type of Request	Create Date	Telephone	Assigned TASO	Supervisor
A	D	R		CARTER	LEE	M	INITIAL	2012-06-06	317-212-2655	ALFORD.PEGGY.J.1230300999	cn=brown.samuel.m.1230067291, ou=usa, ou=pki, ou=dod, o=u
A	D	R		SCHULTZ	DOUGLAS	A	INITIAL	2012-07-19	699-4937	MIKUS.KATHERINE.V.1089073460	cn=anderson.neil.a.1076966253, ou=dfas, ou=pki, ou=dod, o=u

Export options: CSV Excel XML PDF

Help

Font size: A A A

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- At any time, the USG may inspect and seize data stored on this IS.

Done

Start | Internet | 100% | 9:31 AM

Inbox - Microso... Microsoft Excel Microsoft Power... SAAR - TASO S...

If you select "V" for View, you will see the 2875 that was submitted. To close 2875 click on the x top right corner

The screenshot shows the SAAR - TASO Search application. The main window displays a 'SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)' form. The form includes sections for 'PRIVACY ACT STATEMENT', 'TYPE OF REQUEST', 'PART I (To be completed by Requestor)', and 'PART II. ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR'. The form is populated with details for a request by Lee M. Carter, dated 20120606.

On the left side, there is a sidebar with a search filter set to 'ASK-FM' and 'Rows: 10'. Below this, a table lists search results:

A	D	R	V	Last Name	First Name
A	D	R	V	CARTER	LEE
A	D	R	V	SCHULTZ	DOUGLAS

Below the table, there are 'Export options: CSV | Excel | X' and a 'Help' button. At the bottom of the sidebar, it says 'You are accessing a...'. The main window has a title bar with the URL 'https://dfas-in.csd.disa.mil/saar-web/user/pdfView.action?requestDn=cn%63...'. The top right corner of the main window has a close button (x) which is highlighted by a red arrow. The bottom of the screen shows the Windows taskbar with the Start button and several open applications: 'Inbox - Micros...', 'Microsoft Excel', 'Microsoft Powe...', 'SAAR - TASO ...', and 'https://dfas-in...'. The system clock shows '9:33 AM'.

If you selected A for “Approve”, you will see the following screen. As Supervisor, you will be prompted to Select the TASO to Notify; As TASO, you will be prompted to Select the Security Manager to Notify. Use the drop down arrow to make your selection. If the individual you are looking for is not listed, they must register in SAAR for their Role. Select “**Submit**”.

SAAR - Next Authority to Notify - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/taso/select5m.action?requestForm.dh=cn%3DREQUEST.ASK-FM.20120606%2Ccn%3DCARTER.LEE.M.1148324278%2Ccn%3DUSERS

File Edit View Favorites Tools Help

InfoView SAAR - Next Authorit...

Welcome: DAKE.SHIRLEY.J.1141788660

User Information Owner TASO Reports Contact Us

TASO

System Authorization Access Request (SAAR) Next Authority to Notify

Request for CARTER, LEE M

Security Manager to Notify: AKINS.LAVINAR.1105324886

Submit

Help

Font size: A A A

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- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. [See details.](#)

You also consent to follow all provisions of:

- Privacy Act ■
- Copyright © 2009-2010, United States Department of Defense (DoD). ■
- Defense Finance and Accounting Service (DFAS) ■
- All Rights Reserved. ■

Release 2.1.3 - p1

Done

Start | Inbox - Micros... | Microsoft Excel | Microsoft Powe... | SAAR - Next A... | https://dfas-in... | 9:34 AM

You must now follow the screens to Digitally sign the request. You will get a screen telling you the request has been completed/forwarded to the next step.